

CITY OF BEAVERTON

Police Technician

General Summary

Maintain and deploy police surveillance, alarm and decoy equipment. Assist detectives in computer searches, data collection and monitoring audio and video evidence. Ensure readiness of auxiliary vehicles and their equipment.

Key Distinguishing Duties

Overall responsibility for the maintenance, installation and removal of police equipment.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Install and remove police surveillance and tracking equipment such as PAT alarms, video surveillance devices, and mobile surveillance tracking equipment. Maintain records of equipment deployment.
2. Review various informational sources and police statistical data in order to make recommendations for placement of police surveillance and tracking equipment. Analyze, identify and correct any problems regarding equipment placement.
3. Arrange and attend appointments with business establishments and residences for determining suitability of surveillance equipment installation.
4. Run tests and provide field maintenance of surveillance and tracking equipment to ensure equipment has been installed and maintained properly.
5. Maintain and deploy bait and decoy cars. Maintain service and deployment records.
6. Research new surveillance technologies and make recommendations regarding the purchase of new equipment.
7. Assist detectives in data collection and computer database searches. Evaluate audio tapes and video surveillance tapes for evidentiary value using AVID software.
8. Ensure readiness of auxiliary vehicles and their associated equipment such as radios, computers, and cameras.
9. Ensure the readiness of electrical equipment such as radars and lasers, ProNet, LoJack, electronic citation, electronic fingerprinting, and vehicle digital video cameras. Coordinate repairs and annual maintenance for such equipment.

10. Coordinate equipment repair and maintain records related to repair work.
11. Participate in department/division/section operational processes including procedure development and implementation.
12. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
13. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
15. Participate in the City Emergency Management program including classes, training sessions and emergency events.
16. Follow standards as outlined in the Employee Handbook.
17. Produce an acceptable quantity and quality of work that is completed within established timelines.
18. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required for Entry

- ◆ Advanced knowledge of safety practices relating to electronic equipment installation.
- ◆ Working knowledge of practice, principles methods and techniques of surveillance equipment deployment.
- ◆ Working knowledge of practices and principles of wiring electronic equipment and wiring.
- ◆ Basic knowledge of practices and principles of police investigative procedures and practices.
- ◆ Working knowledge of record keeping and reporting procedures
- ◆ Advanced knowledge of the laws and regulations governing surveillance equipment.
- ◆ Working knowledge of police terminology and civil and criminal laws.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required for Entry

- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations.
- ◆ Strong ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment including fax machine, adding machine and copier.
- ◆ Strong ability to place and install audio/video surveillance transmitters in vehicles, structures or on specified persons.
- ◆ Strong ability to analyze problems and develop effective solutions.
- ◆ Ability to maintain operational and investigative security and strict confidentiality

Minimum Qualifications Required for Entry

Associates degree in electronics or related field and 1 year experience with electrical installations, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Prior experience in a law enforcement environment strongly preferred.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ LEDS Certification within 6 months of hire.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily standing for prolonged periods; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads; occasional working outdoors in inclement weather; regular stooping, bending, turning, twisting, crouching, reaching, crawling, kneeling, climbing or balancing; frequent exposure to electrical current; occasional exposure to lewd language and behavior; occasional lifting, moving or carrying of objects over 25 pounds.

Classification History

Created: August 2006
Revised: 1/1/09

Status: BPA
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date